

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

50-16

8/5/16

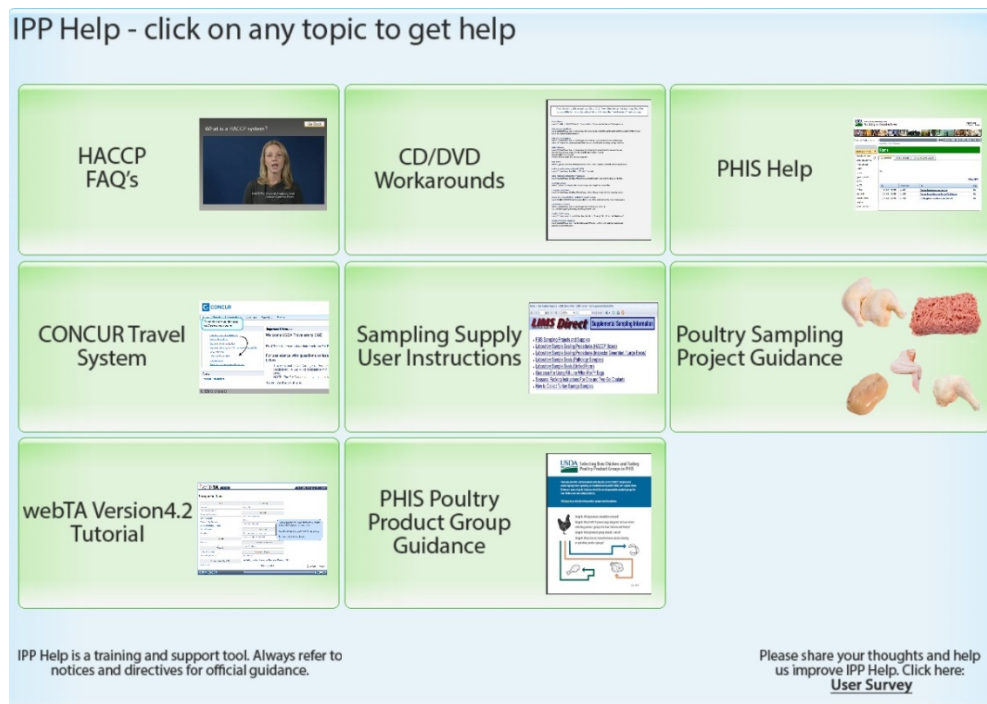
UPDATES TO THE INSPECTION PROGRAM PERSONNEL (IPP) HELP BUTTON

I. PURPOSE

This notice announces that new menu items have been added to the IPP Help button, (i.e., **Poultry Sampling Project Guidance**, and **WebTA Version 4.2 Tutorial**), and that the main menu has a new look. Additionally, three new HACCP system frequently asked questions (FAQ) videos were added under the **HACCP FAQ** menu item. FSIS Notice 19-16, Inspection Program Personnel (IPP) Help Button, provides the instructions for accessing the IPP Help button.

II. NEW ITEMS IN IPP HELP

A. The IPP Help button main menu has a new look, with a new background color and graphics for the menu items, plus photos and other illustrations. Single-click any menu item on the live site to open it.



B. For the new **Poultry Sampling Project Guidance** single-click the menu item. A sub-menu opens. Within each Poultry Sampling Project Guidance sub-menu items there are links to illustrated, “how-to” documents with step-by-step sampling instructions and other resources.


DISTRIBUTION: Electronic

NOTICE EXPIRES: 8/1/17

OPI: OPPD

Poultry Sampling Project Guidance Go Back

Raw Chicken Parts Sampling Program
Legs, Breasts & Wings




Project Code HC_CPT_LBW01

NRTE Ground & Other Comminuted Poultry Sampling Program




Project Code HC_CH_COM01

Other Raw Chicken Parts Sampling Program



Neck, Liver, Heart & Gizzards
Project Code EXP_CPT_OT01

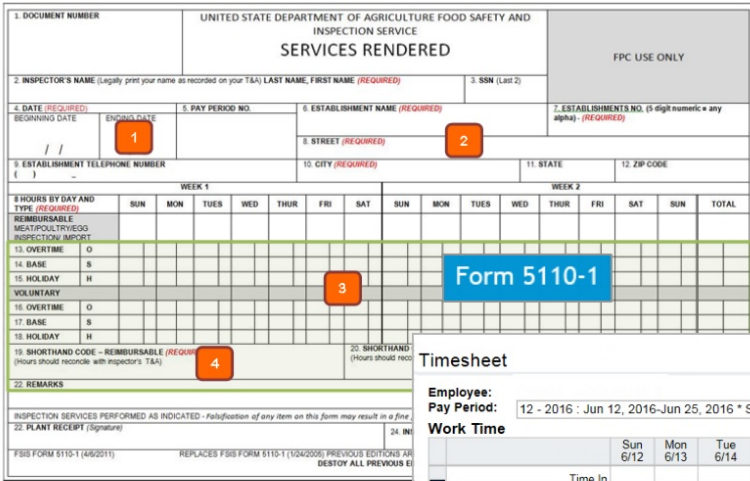
Other Raw Chicken Parts Sampling Program



Quarters & Halves
Project Code EXP_CPT_QH01

C. Single-click **Go Back** to return to the IPP Help button main menu to choose a different topic.

D. For the new **WebTA 4.2 Tutorial**, single click the menu item. An interactive “how to” document opens. Below is a sample screenshot from a section of the webTA tutorial featuring a new, on-line FSIS Form 5110-1.



Form 5110-1

Notes on Additional Form Fields:

#19 & 20: Reimbursable billing account code

#21: Will automatically populate in webTA 4.2

#22: Remarks can be added in webTA 4.2 at the bottom of the timesheet in the Remarks section

#13-18 (O,B,H) – are created from the Transaction Code entry

ENTERING BILLABLE TIME

Description:

The purpose of this job aid is to show where the information that is inputted in the Services Rendered, Form 5110-1 (billable hours) is entered in the new version of webTA 4.2's Timesheet.

1

Items 4 & 5 – Begin/End dates for time worked; Pay Period

2

Items 6 – 12 – Establishment information

3

Items 13 – 18 – Reimbursable billing time (overtime, holiday and voluntary base)

4

Items 19 & 20– Reimbursable billing account code

Timesheet

Employee: 12 - 2016 : Jun 12, 2016-Jun 25, 2016 * S Select Pay Period 1

Pay Period: 12 - 2016 : Jun 12, 2016-Jun 25, 2016 * S Select Pay Period 1

Work Time

| | Sun 6/12 | Mon 6/13 | Tue 6/14 | Wed 6/15 | Thu 6/16 | Fri 6/17 | Sat 6/18 | Wk1 | Sun 6/19 | Mon 6/20 | Tue 6/21 | Wed 6/22 | Thu 6/23 | Fri 6/24 | Sat 6/25 | Wk2 | Total |
|-----------|----------|----------|----------|----------|----------|----------|----------|-----|----------|----------|----------|----------|----------|----------|----------|-----|-------|
| Time In | | | | | | | | | | | | | | | | | |
| Time Out | | | | | | | | | | | | | | | | | |
| Meal Time | | | | | | | | | | | | | | | | | |

4

Establishment ID

3

Pay

2

Work Time Total

Leave Time

| | Sun 6/12 | Mon 6/13 | Tue 6/14 | Wed 6/15 | Thu 6/16 | Fri 6/17 | Sat 6/18 | Wk1 | Sun 6/19 | Mon 6/20 | Tue 6/21 | Wed 6/22 | Thu 6/23 | Fri 6/24 | Sat 6/25 | Wk2 | Total |
|---------------|----------|----------|----------|----------|----------|----------|----------|-----|----------|----------|----------|----------|----------|----------|----------|-----|-------|
| Absence Start | | | | | | | | | | | | | | | | | |
| Absence End | | | | | | | | | | | | | | | | | |

35

Union Contract

Negotiated

Leave Time Total

Daily

Leave Time Total

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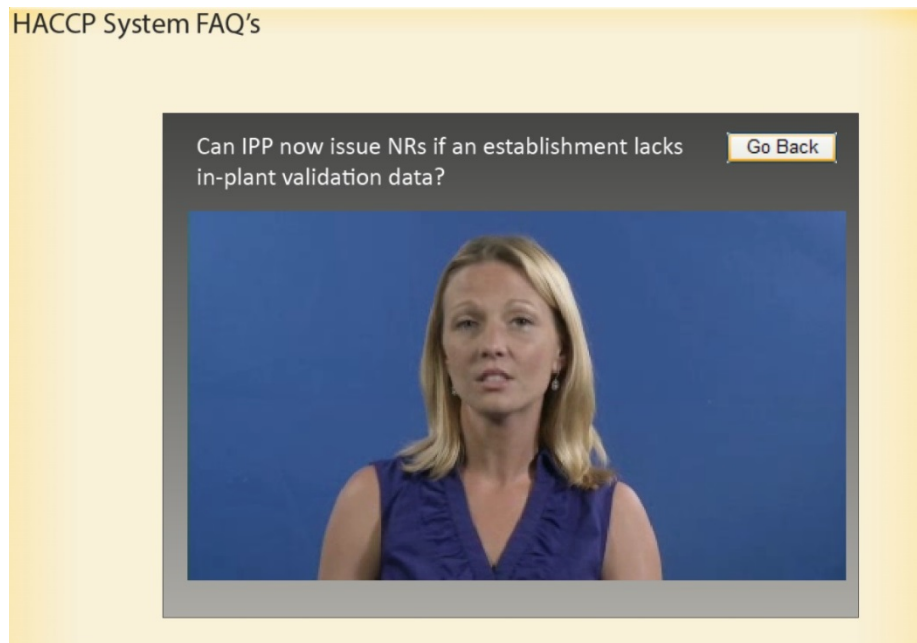
#13-18 (O,B,H) – are created from the Transaction Code entry

webTA 4.2

BACK
NEXT

2

E. Three new **HACCP System FAQ** videos on the IPP Help main menu replace information that has become obsolete. Here is a sample screen from one of the new videos.



III. QUESTIONS

Refer questions through supervisory channels.

A handwritten signature in black ink, which appears to read "David Josephson".

Assistant Administrator
Office of Policy and Program Development